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3. Staff Items of Interest

a. Development of Inspection Check Lists - (continued item)

Attended meetings with Department of the Army and Department of the Navy representatives from the respective Inspection Staffs to discuss inspection policies and procedures in effect within the Army and the Navy. This completes the Department of Defense review. Action will be taken to design inspection check lists suitable for use within the logistics field.

b. Revised Shipping Procedures - (new and completed item)

A simplified procedure for notifying the [REDACTED] of materiel to be shipped overseas through [REDACTED] has been developed and will be placed into effect in the near future. This new procedure will eliminate unnecessary typing and expedite notification to the [REDACTED] as to shipments to be handled by that installation.

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c. Movement of CIA Dependents - (continued item)

Final concurrence has been received from the [REDACTED] as to the procedure to be followed in the movement of CIA dependents and household effects to overseas areas [REDACTED]

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d. Review of Assignment and Use of Automobiles and Chauffeurs - (completed)

This office has submitted a final report to the Comptroller regarding the use of vehicles and chauffeurs within CIA. This report was prepared by the direction of the Acting DD/A and will be submitted to the Bureau of Budget.

4. Administration

a. Agency Regulations - (continued item)

A detailed review has been made of all proposed regulations which are to be developed by the Logistics Office during the next six months. Priority of this work has been established so as to insure that the development and processing of these regulations are not retarded.

b. Personnel Report - (continued item)

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The on duty strength report for the Logistics Office as of 23 Sept.

is [REDACTED]

c. Human Resources Training Program - (continued item)

It is anticipated that a seventh presentation of this program within the Logistics Office will be required after the completion of the course at [REDACTED] warehouse.

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5. Transportation Division

a. Operational Statistics, Week Ending 24 September 1953 - (continued item)

- (1) Tonnage Moved - 30 tons
- (2) Total Truck Mileage - 6,971 miles
- (3) Total Air Shipments - 12
- (4) Total Sea and Rail Shipments - 46

6. Supply Division

8. Supply Economy Program - (continued item)

(1) Collections of excess supplies from offices are continuing. A total estimated value of expendable and nonexpendable office materials returned to stock as of 24 September 1953 is approximately \$91,500.00.

(2) Inventory reports of Class A furniture, in use departmentally, have been received from all offices with the exception of WH Division and the Office of Communications.

b. New Medical Items - (new and completed item)

The Medical Office has recommended approximately 1,000 new medical items for inclusion in the Agency catalog. Each of these items has been assigned a stock number and will be published in the next distribution of the catalog supplement.

7. Procurement Division

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8. _____ - (completed item)

Final negotiations with the contractor for procurement of additional transmitting and receiving equipment have been completed and the contract document executed on behalf of the contractor. Negotiations resulted in the contractor's accepting this work at a figure approximately \$9,000. less than the original proposals totaling \$216,633.

b. Contract Documents and Requisitions - (continued item)

(1) Contracts

Contractor

Commodity & Quantity
Steel shelving
Paper & Textiles

Dollar Value
\$11,679.
73,000.

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SECURITY INFORMATION

(2) Requisitions - By Division Branch

	<u>Special Purch.</u>	<u>Military Purch.</u>	<u>Contract</u>	<u>Purchase Order</u>	<u>Total</u>
Brought Fwd.	3	11	81	229	324
Received	26	18	22	170	236
Completed	24	18	11	115	168
Pending	5	11	92	284	392
Amt. Oblig.	\$11,392.88	\$190,553.00	\$90,401.00	\$53,276.28	\$345,623.16

8. Real Estate and Construction Division

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a. Projects

(1) [REDACTED] (Commo) - (continued item) - The disposal field at [REDACTED] is completed and the disposal field at [REDACTED] is 50% complete.

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(2) [REDACTED] Supply Depot - (continued item) - A division representative and the project engineer will depart for [REDACTED] on 5 October 1953.

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b. Other Item of Interest

Office Space for Contact Division, [REDACTED] - (continued item) GSA has located and offered acceptable space in the [REDACTED] GSA has been formally notified to proceed with the assignment of 2,790 square feet of space and to make necessary alterations. Estimates of cost on alterations are to be forwarded to this office prior to the accomplishment of the work.

JAMES A. GARRISON
Chief of Logistics

LO/SS/ARL:mk (25 Sept. 1953)

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